

TOWN OF TRUMBULL
CIRCULATION/TECHNICAL SERVICES ASSISTANT
LIBRARY

CIVIL SERVICE CLASS: DD

General Statement of Duties:

1. General office including filing, office machines and computer terminals
2. Proficiency with computer, including but not limited to Word and Excel
3. Record keeping
4. Report preparation and forms
5. Mathematical ability; may handle cash
6. Assists public in person or on phone with courtesy
7. Will be cross-trained, as determined by department head
8. Develop basic knowledge and skills of policies and procedures associated with department
9. Related work as assigned
10. Maintains confidentiality required by office.

Department Specifics:

Tasks involved with cataloging, circulation and information desks, interlibrary loan, social media and website maintenance.

Supervision Received: Works under the general direction of the Library System Director or designee.

Supervision Exercised: None

Minimum Qualifications, Knowledge, Skill and Ability:

1. Knowledge of computer programs such as Word and Excel
2. Ability to conduct sophisticated web searches.
3. Ability to respond courteously to the public.
4. Ability to follow oral and written instructions
5. Ability to learn appropriate State and Town laws
6. Accuracy to detail.

Experience and Training:

Graduation from high school or GED with two (2) year's office work experience in a public library setting.